

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Division of Vocational and Adult Education

P.O. Box 480, Jefferson City, Missouri 65102-0480

Request for Grant Award

RFGA:	Technology Education Grant Award Program
ID CODE:	60.440TEG/04
ELIGIBLE ENTITIES:	General Secondary Grants: Missouri public school districts (grades 9-12) who have operational Technology Education program(s) and plan to articulate technological literacy K-12.
GOAL:	To encourage exemplary and innovative projects designed to improve instruction in elementary and secondary Technology Education and prepare students to function effectively in a technological world.
RATIONALE:	<p>The overarching mission of Technology Education in Missouri is to build citizen understanding of, and capability with, technology. This will enable students to attain appropriate education/employment objectives, fulfill citizenship responsibilities, and pursue meaningful leisure activities in a technological society. The new basic Technology Education systematically addresses three critically important missions by developing each student's:</p> <ul style="list-style-type: none">A. Ability to understand, evaluate, and apply industrial and technological systems.B. Ability to use and assess technology to achieve constructive work skills and enhance occupational opportunity.C. Values and attitudes related to the appropriate use and assessment of tools, machines, materials, processes, and products.
APPLICATION GUIDELINES:	<p>The Technology Education Grant Award Program provides funding for either an individual school or an entire district. School districts are eligible for both the Elementary Technology Education grant and the Secondary Technology Education grant within the same fiscal year if articulation among teachers, schools, disciplines, and grade levels is planned, emphasized, and facilitated.</p> <ol style="list-style-type: none">1. Professional Development (50/50 match reimbursement). While professional development dollars from the local PDC's may be available for these activities, under special circumstances grant award funds may be expended for costs associated with in-service and professional development for certificated teachers of Technology Education. These expenditures are allowable for approved schools implementing Project Lead The Way Curriculum. A maximum State expenditure per participant in this category is limited to a match of \$150 per individual teacher and a match of \$600 for multi-teacher projects with three additional teachers. These expenditures are also limited to only teachers participating in the approved project. Reimbursement to participating teachers for conference or workshop attendance is subject to the following requirements:<ol style="list-style-type: none">a. Reimbursement of travel and attendance costs will adhere to local district policies.

- b. Mileage reimbursement will be limited to a maximum of thirty-three and one half (33.5) cents per mile.
 - c. The Project Director's participation at the Missouri Association for Career and Technical Education (ACTE) Summer Conferences is expected;
July 21-24, 2003 "Pre-service" attendance expenses are reimbursable through this grant. Each awardee will receive additional information related to the policies and procedures of the grant.
 - d. The Project Director will present one related activity with grant-funded equipment at the "post-service" conference during the 2004 fiscal year (July 26-28, 2004; expenses for "post service" participation are not reimbursable through this grant).
 - e. The Project Director will be required to attend the MITE (Missouri Institute for Technology Education) which includes a four (4) day workshop, July 23-26, 2003 and two "Call Back Session", dates TBA. This activity is not required for schools implementing Project Lead The Way pre-engineering courses.
2. **Curriculum Integration (100% reimbursement).** Grant funds may be expended for the development or integration of a Technology Student Association chapter. These expenditures are limited to \$535 for the purchase of a TSA Curriculum Integration Kit from National TSA and \$600 for lodging and registration to attend the Fall Leadership Connections Conference of Missouri TSA for one (1) advisor and six (6) student leaders or chapter officers.
- In addition, funds may be expended for the reimbursement of one (1) advisor and six (6) students to attend the Annual Spring TSA Leadership and Career Development Conference, not to exceed \$600 during the fiscal year of the grant. The maximum reimbursement for all TSA expenditures is not to exceed \$1735.
- A. Reimbursement of travel and attendance costs will adhere to local district policies.
 - B. Mileage reimbursement will be limited to a maximum of thirty-three and one half (33.5) cents per mile.
 - C. The Project Director's participation at two TSA Conferences is expected: The Fall Leadership Connection Conference and The Spring Leadership and Career Development Conference. Expenses are reimbursable through this grant. Each awardee will receive additional information related to the policies and procedures of the grant.
3. **Curriculum Development/Modifications/Purchase (100% reimbursement).** Grant award funds may be expended for curriculum development or modifications. These expenditures are limited to \$750 per Project Director (\$500 for each additional teacher) and \$2,250 for multi-teacher projects (one Project Director and up to three additional technology teachers). These expenditures are also limited to curriculum development or modification activities that are performed above and beyond the school day assignment and must be justified in the request and final evaluation (hours spent, activities developed/modified, etc.). Expenditures may not include the purchase of textbooks or other curriculum-related consumable supplies. Grant award funds may be expended for purchase of pre-developed curriculum

(which is generally purchased as a component of the equipment) and TSA chapter materials.

4. **Instructional Equipment (50/50 match reimbursement).** Grant award funds may be expended for the purchase of equipment used within the Technology Education setting to improve or enhance instruction that is consistent with the Missouri Philosophy of Technology Education and justification by the state and national standards. These expenditures are allowable for approved schools implementing Project Lead The Way Curriculum.

Equipment purchases are limited to items, which have a unit price of over \$200 and are subject to prior purchase approval by the department. Furniture, personal protection devices, consumable supplies, facility renovations, and/or pollution control devices will not be funded through this grant.

WRITING GUIDELINES:

The request written by the Project Director will reflect the specific needs of the district/school for enhancement of or transition to the integration of Technology Education. The complete request should be concise and be no more than sixteen pages in length. Moreover, all pages must be single-sided, consist of 11- or 12-point type (double-spaced), and have 1" margins on all sides.

The request should openly discuss the current classes that will benefit from this grant, existing technological activities currently being delivered, current elementary curriculum themes that may benefit from technology, plans on articulating these technology activities among grades, and plans on working with a local technology educator to assist with the technological component of articulating activities with this grant.

To be reviewed, RFGA's must contain the following in the sequence as listed. Incomplete RFGA's will be considered non responsive.

1. A **COVER PAGE** form attached must be completed.
2. An **INTRODUCTORY NARRATIVE** providing a summary description of the nature and intent of the project. This description should illustrate the educational need for improvement, local community and school district information, and targeted populations (students) relative to the project. (10 pts.)

A successful secondary (grades 9-12) grant award request will provide:

- A. A strong Technology Education philosophy that is not vendor driven, does not rely solely on "turn-key" modules and provides evidence of strategies for K-12 articulation and integration.
- B. Plans to implement or further develop a Technology Education-based philosophy that emphasizes teamwork, problem solving, applied academics, pre-engineering Technology Education articulation between grade levels, and a strong skill development that assists students in career awareness and occupation-specific and/or higher education articulation.
- C. Insight into the local program's laboratories, curriculum integration, student participation, and documentation on how these components contribute to the Technology Education program.
- D. Evidence of administrative support for the local program serving all students of the district/local school.
- E. Plans to implement a strong, active TSA, complete with scheduled chapter activities and student participation in leadership development activities.
- F. Provide evidence of strategic planning for integration and/or articulation of Technology Education in grades K-12.

- G. Plans to implement or expand at least two of the three technology cluster areas (Energy & Power, Communications, and Materials & Processes) or full implementation of Project Lead The Way program courses.
 - H. One (1) Technology Education teacher to serve as the Technology Education Grant Award Project Director. The Project Director will be responsible for writing the grant, coordinating the project, participating in the “pre-service” and “post-service” activities of the grant, facilitating the day-to-day activities of the grant, maintaining inventory control of the grant-related expenditures and equipment, and disseminating information to other project participants (if applicable).
 - I. The Project Director plans to attend the MITE (Missouri Institute for Technology Education), which includes a weeklong workshop, July 23-26, 2003 and two “Call Back Sessions”, dates TBA. This activity is not required for schools implementing Project Lead The Way pre-engineering courses.
 - J. Evidence of non-duplication of effort between the Technology Education program and the AVTS (Area Vocational Technical Schools). Evidence can include, but not limited to visits to the career center, advisory council member of the AVTS, and others as approved by the department. Evidence should be in document form attached to the grant application.
 - K. Plans for Technology Education teacher in-service and professional development, including membership in the Technology Education Association of Missouri (TEAM).
3. A listing of the **PROGRAM PHILOSOPHY, PROJECT GOALS, MEASURABLE OBJECTIVES, AND POST-ASSESSMENT**. This listing should outline the overall program philosophy and original project goals as related to Technology Education. It should also provide a listing of the specific measurable objectives of the grant, which the Project Director plans to deliver (complete with the criteria for measuring these objectives). (20 pts.)
 4. A **PLANNED ACTIVITIES** section linking the project driven philosophy, goals, and objectives with specific planned activities. Included should be career exploration, evidence of developed or modified curriculum utilizing the Technology Education clusters, evidence of student leadership activities in the TSA, and the assessment of Planned Activities. (40 pts.)
 5. A **REQUEST FOR EQUIPMENT** section that must be related to project goals, measurable objectives, and planned activities. Requests must be cost-effective, realistic, and pertinent to industry standards. (20 pts.)
 6. **OVERALL QUALITY OF THE REQUEST** including spelling/grammatical correctness, appearance, and general formatting. (10 pts.)
 7. An **ASSURANCES** page listing the necessary assurances within this request for request, which is signed by the Chief Financial Officer of the school district (forms available electronically at: <http://www.dese.state.mo.us/divvoted/grants.htm>).
 8. An **ITEMIZED BUDGET** on an "Application for Authorization of Vocational Education Expenditures," (FV-4) form, signed by the Chief Financial Officer of the district. NOTE: Two copies are required (forms available electronically at: <http://www.dese.state.mo.us/divvoted/grants.htm>).

ASSURANCE(S): The applicant must assure that:

1. Fiscal and property management control and fund accounting procedures are in place and operational.
2. Funds from local sources will be allocated and expended for the purposes delineated in the grant request in an amount equal to or greater than fifty percent (50%) of the total expenditure (50% match for equipment, 50% match for general professional development, 100% reimbursement for required professional development workshop, 100% reimbursement for curriculum development/modification, 100% reimbursement for TSA requirements).
3. The grant recipient will comply with all reporting requirements of the department relating to this grant award program.
4. The Project Director will participate in the "pre-service" (Technology Education GAP Informational Meeting) and "post-service" (TEAM Activity Exchange) Missouri ACTE Summer Conference meetings.
5. The Project Director will be required to attend the MITE (Missouri Institute for Technology Education) a yearlong activity which includes a four (4) day workshop, July 23-26, 2003 and two "Call Back" dates TBA. This activity is not required for schools implementing Project Lead The Way pre-engineering courses.
6. The Project Director will provide evidence of non-duplication of effort between the Technology Education program and the AVTS. Evidence can include, but not limited to: visits to the career center, advisory council member of the AVTS, and others as approved by the department. Evidence should be in document form attached to the grant application.
7. The **Project Director maintains inventory control and possession** of all grant-related curriculum, equipment, software, and systems.
8. The awardee program will make available to its students information regarding technology teaching as a profession through coordinating an educational field trip (site visit) to a technology teacher education program.
9. The awardee program will make available to its students a TSA that develops leadership qualities, affective skills, and community/school service.
10. The grant recipient will forward to the department all deliverables relating to this grant award program prior to or simultaneously with a final request for full reimbursement of awarded grant funds.

DUE DATE: To be considered for approval, request must follow the application guidelines. Requests must be received no later than 4:00 pm on March 31, 2003.

DELIVER: **TWO (2)** complete copies of the request with signed copies of the FV-4 to:

Sandy Murray
 Vocational-Technical Education
 Department of Elementary and Secondary Education
 Division of Vocational and Adult Education
 P.O. Box 480
 Jefferson City, Missouri 65102-0480
 (VOICE) 573.751.3500 (FAX) 573.526.4261

PROJECT TIMELINE CHART

GRANT PERIOD: July 1, 2003 through June 30, 2004.

PERTINENT PROJECT DATES	March 31, 2003	Due date for submitting project request to include evidence of strategic planning for integration and/or articulation of Technology Education in grades K-12
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FY2004:

should be attached.

June 1, 2003	Project approval date (estimated)
July 21-25, 2003	PRESERVICE: Missouri ACTE, Division of Technology Education Association of Missouri, Summer Conference, Springfield, Missouri
August 3, 2003	Final submission of the (FV-4 form) "Authorization of Vocational Expenditures" is due
July 23-26, 2003	Attendance required at the MITE workshop to include two (2) "Call Backs" dates TBA. <u>This activity is not required for schools implementing Project Lead The Way pre-engineering courses.</u>
October 1, 2003	Due date for approval of instructional material and/or equipment (revised FV-4 forms based on Pre-service - Missouri ACTE Meetings)
January 4, 2004	Mid-Year Progress Report is due
March 31, 2004	Technology Teacher Education field trip (Site Visit) Information Due
May 1, 2004	*(FV-2 form) "Reimbursement Request for Approved Vocational Education Expenditures" to be postmarked by this date
May 15, 2004	Final Evaluation Report to include evidence of strategic planning for integration and/or articulation of Technology Education for grades K-12
July 26-28, 2004	POSTSERVICE: Missouri ACTE, Technology Education Association of Missouri, Summer Conference, Springfield, Missouri
October 15, 2004	Follow-up Survey Report is due
* Reimbursement claims, supported by check numbers and invoices from all outside vendors, may be submitted after all related costs have been paid.	

DELIVERABLES:

Grant recipients must forward the following to the department:

1. January 4, 2004: A Mid-Year progress report, which provides an update of the progress toward accomplishing the goals, objectives, and activities specified in the approved grant request.
2. May 1, 2004:
 - A. One (1) copy of any curriculum or instructional materials that were developed or modified through the use of grant funds.
 - B. A final reimbursement claim on a "Reimbursement Request for Approved Vocational Education Expenditures" (FV-2) form, accompanied by all invoices, including serial numbers, for instructional equipment that was purchased through the use of grant funds.
3. May 15, 2004: A final report, which provides a description of the entire project accomplishments relating to the project goal, objectives, and activities specified in the grant request.

Funding Priority Levels: There are no predetermined priority levels for the "General" Secondary Technology Education Grant Award Program. Award will

be based on objective assessments of the above criteria with no limitations as to the dollar amounts received from past grants.

AMOUNT:

General Secondary Technology Education Grant Award: A maximum amount of \$12,785 of state grant funds has been established for each approved grant. The school district must at least match the awarded state grant funds. The department will determine the number and proportion of grant award for the Grant Awards Program based upon the amount of funds appropriated by the General Assembly that are made available for this grant award program.



**STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
REQUEST FOR GRANT AWARD**

RFGA: Technology Education Grant Award Program

ID Code: 60.440TEG/04

ISSUE DATE: December 9, 2002

CONTACT PERSON: Sandy Murray

PHONE NUMBER: 573-751-3500

RETURN RFGA NO LATER THAN: 4:00 P.M. March 31, 2003

SPECIFIC MAILING INSTRUCTIONS: Print or type RFGA Number and Return Due Date on the lower left hand corner of the envelope or package.

RETURN PROPOSAL TO:

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Vocational and Adult Education
Sandy Murray, Vocational-Technical Education Section
205 Jefferson Street, 5th. Floor, PO Box 480
JEFFERSON CITY MO 65102-0480**

**GRANT PERIOD: July 1, 2003 thru June 30, 2004
Technology Education Teacher/Project Director
SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE		DATE
PRINTED NAME		TITLE
SCHOOL NAME		
SCHOOL MAILING ADDRESS		
SCHOOL PHONE NO.	SCHOOL FAX NO.	E-MAIL ADDRESS
		E-MAIL ADDRESS

AMOUNT OF STATE FUNDS REQUESTED
TOTAL GRANT AMOUNT

FY 2004 Technology Education Grant Award Program General Secondary Project Assurances

School District: _____

Project Director: _____

Project Administrator: _____

The applicant assumes that if funds are made available through the grant award program that they will:

1. Ensure that fiscal and property management control and fund accounting procedures are in place and operational.
2. Allocate and expend funds from local sources for the purposes delineated in the grant request in an amount equal to or greater than fifty percent (50%) of the grant award expenditure;
3. Comply with all reporting requirements of the department relating to this grant award program:

Reporting Requirements	Date Due
Final Submission of the "Application for Authorization of Vocational Education Expenditures" (FV-4)	August 3, 2003
Mid-Year Progress Report	January 4, 2004
Technology Teacher Education Field Trip (site visit) Report Due	March 31, 2004
Evidence of "Non-Duplication" with ACTC packet	March 31, 2004
"Reimbursement Request for Approved Vocational Education Expenditures" (FV-2)*	May 1, 2004
Final Evaluation Form	May 15, 2004
Follow-up Survey Report	October 15, 2004

4. Participate in the "pre-service" meeting (TE GAP Informational Meeting, Missouri ACTE Summer Conference, July 22-25, 2002) and the "post service" meeting (TEAM Activity Exchange, Missouri ACTE Summer Conference, July 21-24, 2003).
5. Maintain inventory control and possession of all grant-related curriculum, equipment, software, and systems.
6. Will make available to its students information regarding technology teaching as a profession by coordinating an educational field trip (site visit) to a Missouri technology teacher education program (not applicable to Elementary programs).
7. Participate in the department approved Technology Education teacher institute/workshop, which begins with a one-week session July 23-26, 2003 with two "Call Back Sessions" during the year TBA.
8. Participate in the TSA Fall Leadership Connections Conference, October 2-4, 2003 and the Spring Leadership and Career Development Conference, April 1-3, 2004. ("General" grant programs only; "Model" programs will already have active chapters; not required for Elementary programs); and,
9. Will forward to the department all deliverables relating to this grant award program prior to or simultaneously with a final request for full reimbursement of awarded grant funds (FV-2 form, no later than May 1, 2004*).

** Reimbursement claims, supported by 1) outside vendor invoices, check numbers, and itemized equipment lists used for inventorying, and 2) copies of canceled checks if used to reimburse teachers for curriculum development/modification may be submitted as soon as all related costs are paid.*

The applicant agrees to these assurances in order to be designated an eligible recipient.

Signature of Project Administrator (District Chief Financial Officer)

Date

Technology Education GAP Evaluation Matrix (General Secondary applications only)

Request Code _____

CT Reviewer's Initials _____

TE Reviewer's Initials _____

Is program strictly traditional with no articulation/transition to TE? If YES, disqualify request. If NO, proceed with request review.	YES	NO
Is request postmarked after March 31? If YES, disqualify request. If NO, proceed with request review.	YES	NO
Does request provide evidence of strategic planning for integration and/or articulation of Technology Education in grades K-12 If YES, proceed with request review. If NO, disqualify request	YES	NO
Does request incorporate only ONE of the three Technology Education Clusters? If YES, disqualify request. If NO, proceed with request review.	YES	NO

Criteria and Points Possible	Pts. Earned	Subtotal
Introduction: 10 Nature & Intent (TE emphasis, innovative, etc.) 4 Need for Improvement (limited equipment currently available, no additional funding sources, etc.) 2 TE Program Information (facilities, offerings, etc.) 2 School District Information (size, population, etc.) 1 Targeted Populations (student enrollments/ characteristics, etc.) 1	_____ _____ _____ _____ _____	comments:
Philosophy, Goals, and Objectives 20 Original (not vendor driven, etc.) Program Philosophy & Goals 5 Listing of specific Measurable Objectives 5 Assessment of Objectives 5 Industry-related 5	_____ _____ _____ _____	comments:
Planned Activities: Strategies 40 Driven by Philosophy, Goals, and Objectives 10 Career Exploration 5 Curriculum: Evidence of development or modification: 5 TE Cluster Activities (articulated between E&P, M&P, CT,) 5 Evidence of Planning for Student Leadership Activities (TSA) 5 Articulation to other modules/phases/future years/academic areas 5 Assessment of Planned Activities 5	_____ _____ _____ _____ _____ _____ _____	comments:
Equipment Requests 20 Included in Request 1 Justified by Goals and Objectives (stated or rater-derived) 5 Justified by Planned Activities (stated or rater-derived) 5 Cost Effective 4 Realistic & Pertinent to Industry standards 4 Overall Justification 1	_____ _____ _____ _____ _____ _____	comments:
Overall Quality of Request 10 Spelling/Grammatically correct 4 Overall Appearance/Anonymity 4 General Formatting 2	_____ _____ _____	comments:
	Pts. Pos.: 100	TOTAL: _____

(Please describe/explain score using reverse side for additional comments)